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## COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT

### RESOLUTION

The 4th November, 2024

#### **Sub : Job Chart of the Officers under OTES, OTES, OSTES & OTS Cadre working under Commerce & Transport (Transport) Department.**

Consequent upon re-structuring of Odisha Transport Engineering Services (OTES) Cadre, Odisha Transport-Traffic and Enforcement Services (OTTES) Cadre, Odisha Sub-ordinate Transport Engineering Service (OSTES) Cadre, Odisha Transport Service (OTS) Cadre and creation of Deputy Commissioner Transport (Tax, Revenue Recovery & Audit) under OTS Cadre, Deputy Superintendent (Traffic) under OTTES Cadre, Asst. MVI under OSTES Cadre it has become imperative to revisit the earlier arrangement and chalk down a new set of guidelines on job chart of such posts.

After careful consideration, Government have been pleased to make the following job charts for the officers of OTTES, OSTES, OTS and OTES cadre working under Commerce & Transport (Transport) Department for smooth functioning in the State.

#### **1. OTES Cadre :-**

##### **(i) Additional Commissioner Transport (ACT) (Enforcement or Technical) :**

- (1) he [she] shall work under the administrative control of Transport Commissioner, STA, Odisha, Cuttack;
- (2) to supervise all road safety activities, ensure the traffic enforcement activities in the State and report to the TC accordingly; and
- (3) to keep Co-ordination between JCT (Tech) and DCT (Tech), DCT (RR&A), DS(T).

##### **(ii) Joint Commissioner (Tech, or Road Safety) :**

- (1) he [she] shall work under the administrative control of Transport Commissioner, STA, Odisha, Cuttack and shall report to the respective Additional Commissioner Transport in the said Cadre;
- (2) to supervise the activities of the Zonal DCTs and the RTAs;

- (3) to surprise inspection of DCT or RTA quarterly and submission of report of report thereon to the TC, STA; and
- (4) to finalization the Revenue Collection Report / Enforcement Activity / Road Safety Activity Report furnished by the Deputy Commissioner Transport / Regional Transport Authority and submit final report to T.C, STA.

**(iii) Deputy Commissioner Transport (Tech) :**

- (1) he [she] Shall work under the administrative control of Transport Commissioner, STA, Odisha, Cuttack and shall report to the respective Joint Commissioner Transport in the said Cadre;
- (2) to supervise preparation of update arrear list in respect of all vehicles by each RTO every month under his jurisdiction;
- (3) to supervise and expedite institution or disposal of the penalty proceedings and Tax Recovery proceeding of each RTO every month;
- (4) to supervise the enforcement activities in all OMVD officers under his jurisdiction;
- (5) to conduct surprise enforcement checking along with concerned OMVD officers of the region under his jurisdiction ;
- (6) to supervise inspection of vehicles done by OTES or OSTES officers for issue or renewal of Fitness Certificates to Transport vehicles and renewal of registration of non-transport vehicles every month for each RTO;
- (7) to conduct random inspection of transport vehicles every month of each RTO to ascertain road worthiness of transport vehicles to which fitness certificate has been granted or renewed;
- (8) to inspect of all Driving Training Schools operating under his jurisdiction every month;
- (9) to conduct joint inspection of stage carriages with the OTES or OSTES officers which are more than 10 years old every month as per direction of Hon'ble High Court of Orissa;
- (10) to check at least 20% vehicles registered, randomly, in each region under his jurisdiction every month to ensure correctness of registration made;
- (11) to randomly check case records of each RTO every month relating to change of address and assignment of other State vehicles;
- (12) to randomly inspect Dealers premises;
- (13) to randomly inspect second hand vehicle dealer locations every month and to ensure that all the second hand dealers are duly authorised by the concerned RTO;
- (14) to expedite and ensure timely compliance of audit and inspection reports ; and

(15) any other work as may be assigned by the Transport Commissioner from time to time.

**(iv) Regional Transport Officer :**

- (1) he [she] shall work under the administrative control of Transport Commissioner, STA, Odisha, Cuttack and shall report to the respective Deputy Commissioner Transport in the said Cadre;
- (2) to co-ordinate with the Collector of the concerned District, Regional Transport Authority;
- (3) to function as licensing authority under rule.(3) of the OMV Rules, 1993;
- (4) to function as registering authority under rule.(9) of the OMV Rules, 1993,
- (5) to prepare the upto date arrear list in respect of all vehicles as per provision under the OMV Rules, 1993;
- (6) to grant trade certificate to dealers and authorisation to second hand vehicle dealers;
- (7) to authorise Driving Training Schools to impart driving training and supervise the Driving Testing procedure followed at ADTS locations regularly;
- (8) to supervise issue, submission of PR and disposal of e-challan every month;
- (9) to authorise Pollution Testing Centres;
- (10) to function as taxing officer or tax recovery officer as per the OMVT Act and OMVT Rules,
- (11) to function as Secretary of RTA concerned;
- (12) to function as district level nodal officer for road safety activities;
- (13) to render support to district administration and other department in transport related matters;
- (14) to ensure institution of at least 50 tax recovery cases every month and take expeditious steps to dispose of such cases;
- (15) to furnish compliance to the AG IR within the limit to avoid inclusion of the same in the draft para and PAC report;
- (16) to furnish timely reply to letters issued by Govt. and STA;
- (17) to review the performance of all Officers every month working under his control and submit report to STA;
- (18) to co-ordinate with police and conduct joint checking of various offences relating to which has direct impact on road safety;

- (19) to conduct regular checking at dealer point by OMVD Officers of his office to ensure timely payment of tax and fee in respect of all vehicles possessed and sold by the dealer every month to prevent leakage of Government revenue;
- (20) to conduct smooth arrangement of VVIP and VIP visit to the District in co-ordination with the District Administration; and
- (21) any other matter as may be assigned by the Transport Commissioner from time to time.

**(v) Inspector Motor Vehicle or Addl. Regional Transport Officers (Enforcement) :**

- (1) to grant, renew or cancel Fitness Certificate to transport vehicles;
- (2) to conduct driving test for grant or renewal of driving license;
- (3) to monitor plying of interstate buses closely and regularly and draw VCR for violation of permit conditions / vehicle plying without permit;
- (4) to conduct enforcement checking. Particular Act and Rules be enforced for rash and negligent driving, drunken driving, driving without valid driving license, vehicle involved in accident, plying without valid PUCC, carrying overload in goods carriages, contravening provisions for registration, plying without permit and violating permit conditions;
- (5) to inspect accident cases on requisition and submit report within two days. Inspect vehicles involved in accident without requisition;
- (6) to inspect the Government vehicles and recommend repairs required or condemnation.
- (7) to conduct checking of off road vehicles at place of off road and furnish report, draw VCR for violation of off road conditions under OMVT Act. Focus on vehicles which are off road for three years or more and recommend to registering authority for cancellation of certificate of registration under sub-section (3) of Section 55 of M.V. Act;
- (8) to furnish monthly report individually within 5th succeeding month to the Transport Commissioner, Odisha through RTO;
- (9) to function as taxing officer for untaxed or under taxed vehicles;
- (10) to ensure implementation of road safety activity;
- (11) to render technical advice to the district administration in M.V. matter;
- (12) to submit his advance tour programme to RTO; and
- (13) any other matter as may be assigned by the Transport Commissioner from time to time.

## **2. OTTES Cadre :**

### **(i) Deputy Commissioner Transport (Enforcement) :**

- (1) to review the off-road verification and off road checking made by the all OMVD officers of each RTO every month to detect off road violation ;
- (2) to supervise issue and disposal of E-challans, submission of PR every month;
- (3) to supervise the enforcement activities and Road Safety Activities in all OMVD officers under his jurisdiction;
- (4) to conduct surprise enforcement checking along with concerned OMVD officers of the region under his jurisdiction;
- (5) to co-ordinate between Joint Commissioner Transport (Enforcement) and field level OMVD officers;
- (6) to convene meeting of enforcement officers of the concerned zone every month to review their performances in respect of enforcement as well as road safety activities of all OMVD officers;
- (7) to take preventive measures and implement them to reduce accident and fatalities in the Zone;
- (8) to ensure implementation instructions issued by Government and Transport Commissioner from time to time by all OMVD officers to reduce accident and fatalities to ensure road safety,
- (9) to furnish monthly report to Transport Commissioner, Odisha and Joint Commissioner Transport (Enforcement) regularly in each month about the enforcement and road safety activities of the zone; and
- (10) any other matter as may be assigned by the Transport Commissioner from time to time.

### **(ii) Deputy Superintendent Traffic (Enforcement) :**

- (1) To monitor enforcement and road safety activities of all OTTES officers and OSTES officers every month;
- (2) to review off-road verification and off road checking by the all OMVD officers of each RTO every month to detect off road violation;
- (3) to supervise enforcement and road safety activities of Inspector (Traffic), Sub-Inspector (Traffic), Asst. Sub-Inspector (Traffic) and Traffic Constables and OSTES officers;
- (4) to supervise and coordinate in conducting enforcement checking of offending vehicles violating provisions of the M.V. Act, 1988, the OMVT Act, 1975 and the Rules made thereunder every month;

- (5) to co-ordinate with police to conduct joint enforcement checking with police to ensure road safety to reduce accidents;
- (6) to convene the meeting of Inspector (Traffic), Sub-Inspector (Traffic) and OSTES officers every month and review their performances in respect of enforcement as well as road safety activities;
- (7) to ensure submission of prosecution reports before the Jurisdictional Magistrate within the stipulated time for adjudication in respect of e-challans drawn by concerned OMVD officers to prevent limitation; and
- (8) any other matter as may be assigned by the Transport Commissioner from time to time.

**(iii) Inspector (Traffic) / Sub-Inspector (Traffic) :**

- (1) to issue e-challan in respect of offending vehicles violating provisions of the M.V. Act, 1988, the OMVT Act, 1975 and Rules made thereunder;
- (2) to compound offences on realisation of fine prescribed under the M.V. Act, 1988;
- (3) to function as Taxing Officer in respect of untaxed or under taxed vehicles;
- (4) to seize and detain vehicles plying without payment of tax under sub-section (2) of Section 17 of OMVT Act, 1975 by issuing Form-I,
- (5) to co-ordinate with police and conduct joint checking of vehicles with police to ensure road safety and to reduce accidents;
- (6) to ensure submission of prosecution report before the SDJM or Transport Magistrate or Jurisdictional Magistrate in the area where offence is committed so that it is not barred by limitation;
- (7) to detain the vehicle under section 207 of M.V. Act, 1988 following provision of law;
- (8) to impound documents under section 206 of M.V. Act, 1988 following provision of law;
- (9) to prepare monthly individual performance report on target for drawl of e-challan collection of revenue and to furnish the same to RTO or DST or DCT (Enf.); and
- (10) any other matter as may be assigned by the superior officer from time to time.

**(iv) Assistant Sub-Inspector (Traffic) :**

- (1) he[she] shall carry out orders of the superior OMVD officers while in duty;
- (2) he[she] shall always be in uniform while on duty;
- (3) to intercept the vehicles by signalling to stop for the purpose of checking;
- (4) to take the vehicles for weighing on instruction of the supervising officer and ensure proper weighing and then submit the weighing slip to the concerned officer;

- (5) to take the seized vehicles to police stations or any other places as directed by the supervising officer;
- (6) he[she] should not perform enforcement activity in absence of any supervising OMVD Officers;
- (7) to serve the requisition of vehicle document to owners or drivers provided by the officers; and
- (8) any other matter as may be assigned by the superior officer from time to time.

**(v) Traffic Constable :**

- (1) to carry out orders of the superior OMVD officers while in duty;
- (2) he[she] shall always be in uniform while on duty;
- (3) to intercept the offending vehicles by signalling to stop for checking;
- (4) to submit the MV documents to the officer on duty after collecting from driver or owner concerned;
- (5) to note down the registration numbers of the vehicles clearly and inform to the officer concerned;
- (6) to take the vehicles for weighing on instruction of the concerned officer and ensure proper weighing and then submit the weighing slip to concerned officer;
- (7) to take the seized vehicle to the police station or any other place as per direction of the officer concerned;
- (8) to report on duty strictly in time as per instruction of officer concerned;
- (9) he[she] should not perform enforcement activity in absence of supervising OMVD officer;
- (10) he[she] should not disclose information to outsiders regarding enforcement plan and proposal;
- (11) to count numbers of passengers present in the vehicle and inform the officers; and
- (12) any other matter as may be assigned by the superior officer from time to time.

**3. OTS Cadre :**

**(i) Deputy Commissioner Transport (Taxation, Revenue Recovery and Audit) :**

- (1) he[she] shall work under the supervision of Joint Commissioner Taxation, STA ;
- (2) to monitor the MV Revenue Target or Collection made by all the field level Officer;
- (3) to monitor Arrear Tax or Collection;
- (4) to supervise preparation of up-to-date arrear list in respect of all vehicles by each RTO every month under his jurisdiction;
- (5) to review the off-road verification and off road checking by the all OMVD officers of each RTO every month to detect off road violation;
- (6) to supervise and expedite institution or disposal of the penalty proceedings and Tax Recovery proceeding of each RTO every month;
- (7) to monitor the Trade Tax of all Dealers issuing by RTOs and their Revenue Collection;
- (8) to conduct meetings of DCT or RTO at regular interval on revenue collection;
- (9) to make the analysis of Audit Compliance reports prepared by the RTOs;
- (10) to expedite and ensure timely compliance of audit and inspection reports;

- (11) to arrange and monitor the Triangular Committee meetings under kind approval of Addl. Comm. Transport (Admn.); and
- (12) any other matter as may be assigned by the Transport Commissioner from time to time.

**(ii) RTO (OTS) :**

- (1) he[she] shall work under direct supervision of the Deputy Commissioner Transport concerned;
- (2) to function as licensing authority under rule (3) of the OMV Rules, 1993;
- (3) to function as registering authority under rule (9) of the OMV Rules, 1993;
- (4) to prepare the up-to-date arrear list in respect of all vehicles as per provision under OMV Rules, 1993;
- (5) to grant trade certificate to dealers and authorisation to second hand vehicle dealers;
- (6) to supervise issue, submission of PR and disposal of E-challan every month;
- (7) to function as taxing officer or tax recovery officer as per the OMVT Act and Rules, Function as Secretary of RTA concerned;
- (8) to function as District Level Nodal Officer for road safety activities;
- (9) to render support to district administration and other Department in transport related matters;
- (10) to ensure institution of at least 50 tax recovery cases every month and take expeditious steps to dispose of such cases;
- (11) to prepare and furnish compliance to the AG IR within the limit to avoid inclusion of the same in the draft para and PAC report;
- (12) to furnish timely reply to letters issued by Govt. and STA;
- (13) to review the performance of all officers every month working under his control and submit report to STA;
- (14) to co-ordinate with police and conduct joint checking of various offences relating to which has direct impact on road safety;
- (15) to conduct regular checking at dealer point by OMVD Officers of his office to ensure timely payment of tax and fee in respect of all vehicles possessed and sold by the dealer every month to prevent leakage of Govt. revenue; and
- (16) any other matter as may be assigned by the Transport Commissioner from time to time.

**(iii) Additional Transport Officers or Asst. Regional Transport Officers :**

- (1) he[she] shall work under the direct supervision of the RTO concerned;
- (2) to discharge duties and functions as per the M.V. Act &Rules made there under;
- (3) to issue goods carriage, stage carriage, and contract carriage temporary permit and renew permanent permit as per rules;
- (4) to attend audit compliance and dispose e-challans;
- (5) to grant and renew driving license as per the OMV rules;
- (6) the Addl. RTO will perform duty as Supervising Officer during Joint Enforcement Checking.
- (7) to assist the RTO in Road Safety Activities;
- (8) to assist RTO in Tax Recovery or Audit or Other Tax matters;
- (9) to act as Nodal Officers for all Grievance Matters like CPGRAM and Janasunani;
- (10) to issue Demand Notice for all Untaxed Vehicles;

- (11) all Establishment and Budget files shall be routed and checked by Addl. RTO/ Asst. RTO; and
- (12) any other matter as may be assigned by the Transport Commissioner from time to time.

#### **4. OSTES Cadre :**

##### **Junior MVI and Assistant MVI :**

- (1) he[she] shall work under the supervision of IMV or Addl. RTO(Enf) or AWE as the Officer may be;
- (2) To assist the Motor Vehicle Inspector in day to day work. Conduct enforcement checking within the region and draw VCRs as assigned separately every month under the control of Regional Transport Officer and Inspector of Motor Vehicles;
- (3) To conduct checking of off road vehicles at place of off road and furnish report, draw VCR for violation of off road conditions under the OMVT Act. Focus on vehicles which are off road for three years or more and recommend to registering authority for cancellation of certificate of registration under sub section(3) of Section 55 of the M.V. Act;
- (4) to submit his advance tour programme to RTO,
- (5) he[she] shall be in uniform while on duty as prescribed under the OMV Rules;
- (6) to inspect accident cases on requisition and submit report within two days. Inspect vehicles involved in accident cases without requisition as per orders of the Higher Authority;
- (7) to furnish monthly report by 5th of succeeding month to the Transport Commissioner, Odisha online through the RTO stating his activities in regard to on or off-road checking, audit report compliance, number of VCRs drawn and disposed of, amount of CF collected, amount of arrear tax penalty collected, number of off road vehicles checked and number of cases recommended for cancellation of certificate of registration;
- (8) he[she] shall submit his advance tour programme to RTO and
- (9) any other matter as may be assigned by the Transport Commissioner from time to time.

All orders issued earlier in this regard stand superseded.

This has been concurred in by Law Department vide UOR No. 2346/L., dated the 27th September, 2024.

By Order of the Governor

USHA PADHEE

Principal Secretary to Government